

Madison County

Courthouse

Safety Procedures

MADISON COUNTY COURTHOUSE EVACUATION PLAN

PREPARATION

Each individual is responsible for the observation of their surroundings when in the building. As in any building, always take note of the exits and be aware of the best available route of evacuation, as well as alternate routes in the event that the primary exit is blocked. It is also the responsibility of each individual to observe and account for their fellow employees, families and friends who may accompany them into the building.

PROCEDURES

Building evacuation will be ordered by the sounding of a bell alarm and/or announcement over the speaker system. Upon hearing the alarm each person in the building shall PROMPTLY exit the building in a safe and orderly fashion, taking only the personal items that may be immediately necessary (coats, meds, etc.). Do not run. Try to remain calm. Look around to see if anyone is disoriented or confused or might need assistance. Assemble in the parking area just north and across the street from the front of the Courthouse and await further instructions. Remain clear of the streets in order to avoid impeding efforts of the first responders to take appropriate action. Once initial accountability has been established, the group will be dispersed or relocated as may be appropriate.

If someone is thought to remain in the building, any attempt of reentry will be undertaken under the supervision of the senior member of the Department of Emergency Management or public safety entity present.

ACCOUNTABILITY

When assembled in the parking area, supervisors will account for each member of their staff and report to the senior elected official who may be present. Until such time as the first responders arrive on scene and Incident Command is established, the senior member of the Department of Emergency Management or other public safety persons present will advise the senior elected official as to procedures to be followed in the event accountability is not complete or there is a question if everyone is clear of the building.

The accountability of all "correctional clients" is the responsibility of Madison County Sheriff's office. For security reasons, it may be necessary to have those individuals at a distance from the rest of the population.

If court is in session during an emergency evacuation, the Judge or presiding official will be responsible for directing evacuation of those individuals involved in the session.

Should a person of impaired mobility or reasoning be in the building, their safe evacuation of the premises becomes the responsibility of the department head in whose space that individual is an occupant.

ANNEX BUILDINGS
(Pankey, Library, and Old School)

Immediately after the alarm has sounded to evacuate the premises, a designated individual in the Treasurer's office will make an announcement to vacate the premises in order to include personnel residing in the Pankey house and Old School House. Once the announcement has been made, a designated individual in the Treasurers office will call the Library informing the occupant(s) to evacuate and proceed to the designated evacuation area.

The personnel located in the Pankey House will congregate with the Courthouse personnel in their designated evacuation area.

The personnel in the School house will notify the Virginia City Town Hall personnel & then congregate in the parking lot on the South side of the building.

Library personnel will congregate in the School House parking lot with the Town Hall personnel.

MADISON COUNTY LOCK DOWN PROCEDURES

These procedures are in place when an intruder possesses a weapon with the intent to harm or kill others. Most likely, the announcement of a "lock down" will come via the loudspeaker. However, if an announcement cannot be made via loudspeaker due to circumstances, a department head or other office personnel may alert courthouse by word of mouth or phone contact.

These procedures must be followed quickly, completely, without deviation when the "lock down" is announced.

Responsibilities of Commissioners' and Sheriff's office and dispatch

Immediately upon determination of an intruder with the intent to harm others, any county employee in their respective work area, will decide to "lock down" the courthouse based on information about an intruder. The employee will announce a "lock down" over the intercom. In any case, the Sheriff's office or 911 will be notified. Upon notification, the Sheriff's office and the Commissioners' office will lock their main entrance doors and shut off necessary lights. These offices will become the location for emergency operations during the lock down. The commissioners, will remain at their desks to answer phones and coordinate communication among department heads, staff and Sheriff's office. The Sheriff, or officer-in-charge during the lock down will designate who responds to this incident and who remains in the Sheriff's office.

Responsibilities of Department head, and staff in the various offices

Upon the announcement of a "lock down", the staff in these offices must lock all doors, shut off lights, close blinds, and sit on the floor in their respective offices. While this is happening, personnel or customers outside the offices within the halls, must move to the office near you or to your respective office. If outside the building, leave the grounds and do not enter the building. The decision about what to do must be made immediately, based on information about the location of the intruder, the time of day (during lunch break more people will be out of the office).

At the announcement of a lock down, department heads or deputies must complete the following:

1. The Department head or deputy (DH) must immediately instruct all personnel in the office to move to the corner of the office that is not in view from the door. Personnel are to sit on the floor, quietly, in close proximity of each other, without talking.
2. While giving these instructions, the DH must quickly shut and lock the door of the office. If there are any personnel or customers near the door, the DH will instruct them to come inside the office immediately and follow the actions of the other personnel.
3. Once the door is shut and locked, under no circumstances is the DH or any other person in the office to open the door. (Even if personnel are crying, screaming, knocking on the door, the office door must remain locked and closed.)
4. The DH is to lower the blinds and shut all windows in the office. These actions are essential on the ground floor, where access to the office from the outside is easy. The DH may instruct a staff member to close windows/lower blinds while the DH is shutting/locking the door.
5. The DH must sit on the floor, in close proximity of the personnel/customers.
6. DH and staff must remain calm and quiet. There is to be no use of cell phones until the lock down is called off by some public announcement (via intercom or loudspeaker that has identified him or her as a known official of Madison County).
7. Only one designated person in an office may use a cell phone or office phone to communicate with the emergency center (Commissioners office and/or Sheriffs office) about any injured person in the office or about any disturbance near the vicinity of the office. The designated person must clearly state his/her name, the location of the injured person, or the location of the disturbance. The designated caller should keep communication with the emergency center to

a minimum, as lines of communication must be kept clear for police and administrative emergency use.

8. Personnel must remain seated on the floor, quiet and calm, until a public announcement via the intercom/loudspeaker or by the Sheriff or officer on duty, that the courthouse is secured, and the lock down is officially called off.
9. When the lockdown is called off, instructions will be given via intercom or Sheriffs deputy as to whether personnel can leave the offices. There are reasons to remain in the offices, even after the "lock down" is officially called off (example: Sheriffs personnel may have to search for accomplices).

All personnel that are outside the building during a "lock down" must not enter the building and must leave the premises to a safe gathering area. For Courthouse personnel, inside the Pankey house would be your "gathering" area. If the Pankey house, Library or School house is under lock-down, the personnel outside would go to the courthouse. Personnel should gather together in accordance to their work office for easier identification.

MADISON COUNTY COURTHOUSE EARTHQUAKE SAFETY

If you are inside the courthouse, duck or drop down to the floor. Take cover under a sturdy desk, table or other furniture. Hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. Stay clear of windows, fireplaces, woodstoves, and heavy furniture or appliances that may fall over. Stay inside to avoid being injured by falling glass or building parts. If you are in a crowded area, take cover. Stay calm and encourage others to do likewise. Do not rush to the doors or exit; keep well away from windows, mirrors, chimneys and standing furniture such as bookshelves. Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or desk.

If you are outside, get into the open, away from buildings and power lines. Walk towards an open place, in a calm and composed manner. Do not run and do not wander round the streets. Keep away from buildings, especially old, tall or detached buildings, electricity wires, slopes and walls, which are liable to collapse.

If you are driving, stop if it is safe, but stay inside your car. Stay away from bridges, flyovers and tunnels. Move your car away from the normal traffic pattern, as far as possible and park it on the roadside. Avoid stopping under trees, light posts or power lines.

What to do after an earthquake?

Keep calm, expect aftershocks. Wait for instructions from first responders (rescue teams). Turn off the water, gas and electricity in your homes and offices. Do not smoke and do not light matches or use a cigarette lighter. Do not turn on electric switches. There may be gas leaks or short-circuits. If there is a fire, try to put it out. If you cannot, call 911.

DO NOT:

Do not Panic!

If people are seriously injured, do not move them unless they are in danger. If you know that people have been buried under the debris, then inform the rescue teams. Do not rush and worsen the situation of injured persons or your own. Avoid places where there are loose electric wires and do not touch any metal object in contact with them. Do not drink water from open containers without examining it and filtered it through a sieve, a filter or an ordinary clean cloth. Do not walk around the streets to see what has happened. Keep clear of the streets to enable rescue vehicles to pass.

MADISON COUNTY COURTHOUSE FACILITIES REPORTING

Emergency Event - “An incident or occurrence that requires an immediate response to bring the situation under control and restore normality, and which can threaten the health or safety of those involved, responders, and people in the surrounding area.”

During Work Hours - When an emergency event is detected such as a gas leak, fire, danger of electrocution, etc., immediately activate the nearest alarm (if facility is so equipped) and notify all personnel in the immediate vicinity and in the facility of the incident as soon as possible, by the best means available (alarm system, phone, word of mouth, etc.)

After Hours - Personnel that are on duty during the evening or early morning hours, other than the normal 0800-1700 shift, when an emergency event is detected, notify all personnel in the immediate vicinity and in the facility of the incident as soon as possible. Once you have notified the personnel on duty, contact the communications officer located in the 911 center, the communications officer in turn will notify the proper authority based on the situation at hand.

For potential problems (suspected gas leaks, wiring shorts, and miscellaneous hazards) contact Tom Shaffer, maintenance, immediately night or day. If Tom is not available then the next contact will be the Chris Mumme, Director of Emergency Management; Steve DiGiovanna, Deputy Director of DES; David Schenk, Madison County Sheriff; Commissioners, and if none of the above is available, the District Fire Chief should be notified.

NAME	TITLE	WORK PHONE	CELL PHONE	HOME PHONE
Tom Shaffer	Maintenance	843-4256	596-1362	596-1362
Christopher Mumme	Director, EM	843-4253	596-0171	842-5625
Steve DiGiovanna	Communications Coordinator	843-4211	596-3299	842-7767
David Schenk	Sheriff	843-5301	596-2510	682-7479
Dave Schulz	Commissioner D-1	843-4277	596-0810	842-5466
Marilyn Ross	Commissioner D-2	843-4277	596-5109	684-5109
Jim Hart	Commissioner D-3	843-4277	596-7227	682-7227
Fire Chief	Town	Phone #		
Ted Woirhaye	Sheridan	596-5431		
Shawn Christensen	Ennis	682-4748		
Joe Husar	Harrison	685-3254		
Roger Williams	Virginia City	843-5321		
Dan Doornbos	Alder	842-5032		
Lloyd Carlson	Twin Bridges	596-2780		